

Job Description
Finance Assistant

Job Title	<u>Finance Assistant</u>
Responsible to:	Finance Director
Job Purpose	<p>Preston Hedges Academy Trust is a growing Multi Academy Trust it currently has three schools and will look to expand further over the coming years to provide outstanding education to the children of Northamptonshire.</p> <p>To assist the Finance Director in the preparation of the academies accounts in an accurate and timely manner in accordance with agreed financial procedures as set out in the academies financial handbook. Ensure that all information processed through PS Financials has the relevant supporting documentation in the paper files and can be fully reconciled</p>
Accountabilities	<ul style="list-style-type: none"> ✓ Maintain the financial records of the school ✓ Place and process purchase orders ✓ Process invoices and ensure that all financial processes are being followed ✓ Manage credit card payments and subsequent reconciliations ✓ Manage Parent Pay ✓ Produce sales invoices and follow up by monthly monitoring & debt collection processes ✓ Prepare BACS payments ✓ Review purchase and sales ledgers and resolve any related issues ✓ Monitor and reconcile bank statements ✓ Ensure that all cash received into schools is banked in a timely, safe and effective manner ✓ Process all transactions for the school fund and carry out bank reconciliation